



# UC San Diego

## Policy & Procedure Manual

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### CONTRACTS AND GRANTS (RESEARCH)

Section: 150-33 EXHIBIT C

Rescinded: 08/16/2021

Effective: 07/01/1983

Supersedes: 04/01/1980

Review Date: TBD

Issuance Date: 07/01/1983

Issuing Office: [Office of Contract and Grant Administration](#)

#### INSTRUCTIONS FOR COMPLETING UNIVERSITY OF CALIFORNIA RECORD OF INVENTION FORMS

The following instructions apply to the correspondingly numbered sections of the Form:

1. Use a short title, sufficiently descriptive for aiding in identifying the invention.
2. Provide a brief summary which addresses the nature and gist of the invention and particularly points out its novel features and advantages. Use additional sheets to provide an expanded description which should cover the following points:
  - a. General purpose or utility of the invention.
  - b. Brief description of the state of the art prior to your invention.
  - c. Technical description with reference to drawings, schematics, sketches, flow diagrams, etc., as appropriate, including a description of the best way you know of practicing the invention.
  - d. Possible modifications and variations.
  - e. Advantages and improvements of your invention over existing practice, and the features believed to be new.
3. Since funding often carries patent obligations, be sure to include all outside agencies, organizations, or companies that actually provided salary, research funds and/or facilities for the research which led to the conception or first actual reduction to practice of the invention. (Do not list anyone gratuitously; i.e., be factual, not nice!)  
  
Identify all such sponsors by name and applicable grant or contract number.
- 4-8. This information is legally important from the standpoint of determining priority of invention and/or legal "bars" to patenting. (As a general rule, public disclosure, in any manner, before the date a patent application is actually filed automatically destroys patent rights in most foreign countries. United States patent law allows inventors up to one year to file a patent application after first printed publication, public use or sale.)
9. List any references of which you are aware which most closely describe the related state of the art prior to your invention. You are not required to make a search of the art.
10. Provide to the best of your knowledge the names and addresses (if available) of companies that are or may be interested in manufacturing, using, and/or further developing your invention. (Optional)
11. List as inventors those individuals who, individually or jointly, contributed an essential feature of the invention. In the event that a patent application is filed, inventorship will be verified by the patent attorney assigned to the case.

#### NOTE

\*Original signatures are required. If a co-inventor is not available to sign, please so indicate.

\*Arrange for signing by two technically qualified witnesses who have read and understood the invention disclosure.

If you would like assistance in completing the Form, please call the Patent Office at (415) 642-5000.

Please submit the completed Form, with original signatures, directly to Patent Administrator, Systemwide Administration, Berkeley, 94720. If you do not receive an acknowledgment within 30 days, please call the Patent Office at (415) 642-5000.

UNIVERSITY OF CALIFORNIA  
RECORD OF INVENTION

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Note: This Record of Invention is an important legal document and care should be taken in its preparation. Please refer to instructions accompanying this form. If you would like assistance, please call the Patent Office at (415) 642-5000.  
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1. Short descriptive title of the invention.
2. Give a brief summary of the invention, particularly including the novel features and advantages. (Use additional sheets for detailed description.)

3. (a) List the source(s) of funding of the project under which this invention evolved. Identify by contract or grant number, if applicable, and identify Principal Investigator/Supervisor.

<u>Funding Source/Sponsor</u>	<u>Contract or Grant Number</u>	<u>Principal Investigator/Supervisor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. When did you first conceive this invention?
5. What is the date of the first written record (notebook, letter, proposal, drawing, etc.) of this invention?  
Identify the document, page numbers involved, and location of the document.
6. When did you first successfully test this invention?
7. When, under what circumstances, and to whom have you disclosed this invention to persons not on the University staff, including research sponsor, if any?
  - (a) orally
  - (b) in writing
  - (c) by actual use, demonstration, or posters

(over)

